

## **POLICY ON TRAVEL AND EXPENSE REIMBURSEMENT**

### **PURPOSE**

The purpose of this policy is to provide guidance to commissioners and staff on the use and expenditure of LAFCO resources and to establish a written policy for reimbursement of necessary expenses by commissioners and staff.

### **AUTHORIZED EXPENSES**

1. LAFCO funds, equipment, supplies (including letterhead), titles, and staff time must only be used for authorized LAFCO business. In addition to the day to day business activities of LAFCO, expenses incurred in connection with the following types of activities generally constitute authorized expenses:
  - A. Communicating with representatives of local, regional, state and national government on LAFCO business
  - B. Attending educational seminars designed to improve skills and information levels
  - C. Participating in local, regional, state and national organizations whose activities affect LAFCO's interests
  - D. Recognizing service to LAFCO (for example, thanking a longtime employee with a retirement gift or celebration of nominal value and cost)
  - E. Attending LAFCO or CALAFCO events
2. All other expenditures incurred will require prior approval by the Commission.
3. Any questions regarding the propriety of a particular type of expense should be resolved before the expense is incurred.

### **MEETING PER DIEM / STIPEND §56334**

Consistent with LAFCO Resolution # 2006-06, LAFCO commissioners including alternate commissioners will receive a \$100 per diem for attendance at LAFCO meetings. This compensation is in lieu of reimbursement for travel and other expenses incurred in attending the LAFCO meetings.

### **LAFCO COMMISSIONER ATTENDANCE AT CALAFCO CONFERENCE**

Regular LAFCO commissioners will be given first priority for attending the CALAFCO Annual Conference. If a regular commissioner is unable to attend, the alternate for that commissioner may attend.

## **TRANSPORTATION, LODGING, MEALS, AND OTHER INCIDENTAL / PERSONAL EXPENSES**

1. Reimbursement for authorized transportation, lodging, meals and other incidental expenses shall be provided in conformance with the current Travel Policy of the County of Santa Clara.
2. Registration and travel arrangements including airline reservations must be coordinated through the LAFCO Office.

## **EXPENSE REPORTING**

Within 14 calendar days of return from a LAFCO business trip or event, a final accounting of all expenses must be submitted to the LAFCO office. Original receipts are required for processing reimbursement. LAFCO staff will then fill out the necessary forms and submit to the appropriate County department in compliance with the County Travel Policy.

## **AUDITS OF EXPENSE REPORTS**

All expenses are subject to verification that they comply with this policy.

## **REPORTS TO LAFCO**

At the following LAFCO meeting, a report shall be presented on meetings attended at LAFCO expense.

## **COMPLIANCE WITH LAWS**

Some expenditures may be subject to reporting under the Political Reform Act and other laws. LAFCO expenditures, expense report forms and supporting documentation are public records subject to disclosure under the Public Records Act.

## **ETHICS TRAINING**

LAFCO is not a local agency whose officials are required to comply with the requirement of ethics training pursuant to Government Code Section 53235. Since LAFCO provides reimbursement for expenses, LAFCO Commissioners, Executive Officer and Analyst are encouraged to receive ethics training. LAFCO Commissioners who are County Supervisors or City Council members will receive this training in their respective roles as county/city officials. LAFCO staff will advise the public members of opportunities to receive the training.